

GROUP/HIRER

ST ANDREWS UNITED REFORMED CHURCH

CONDITIONS OF HIRE
(Updated September 2012)

1. All the accommodation is part of St Andrew's United Reformed Church whose purpose is the promotion of the gospel of Jesus Christ. The hire of the premises will not be allowed to any individual or organisation whose activities are not appropriate to the Church.
2. The Church does not usually permit the consumption of alcohol on its premises. On occasions where the Elders do give permission for alcohol to be served at a specific event, the hirer must clear all bottles from the premises which include the car park.
3. A 'No Smoking' Policy applies to the whole building.
4. The right of entry to the premises at any time during the hiring is reserved to any authorised person from the church or to a Fire or Police Officer.
5. The use of projector or sound system can be booked in addition to your main booking.
6. Any damage during the time of hiring should be reported to the Administration Office as soon as possible and the cost of repairing any damage must be paid for by the Hirer.
7. The Hirer must not use the premises for the performance of any dramatic or musical work subject to copyright without a license from the owners of that copyright. The hirer shall and does indemnify the Elders against all claims which may be made in respect of infringement of copyright occurring during the period of hire.
8. The Hirer is responsible for the health and safety of everyone attending the event. Please read the Fire Instructions attached to these Conditions of Hire.
9. The use of a kitchen can be booked in addition to your main booking. Equipment and crockery must be left in clean condition. All rubbish should be removed by the hirer to the bins in the car park. Please do not park outside the designated spaces.
10. Although the Church has a car park, there are a limited number of spaces and no guarantee as to their availability is given. Hirers should ensure that cars are parked tidily and that they do not block the entry or exit of others. Drivers should enter by the gate in Marlowe Avenue and leave by the gate in Watling Street.
11. When booking an event, the Hirer should ensure that the booking period allows sufficient time for any setting up and clearing away of the event.
12. The premises must on no account be left unattended. If an event finishes earlier than expected, the Hirer must wait for a Church representative to come to lock up.

FOR INFORMATION ONLY

- 13. The premises are covered by the Church's insurance, a copy of which is available in the Church Office. Any insurance over and above this is the responsibility of the Hirer. Outside bodies are not covered by the Church's public liability insurance on booking.
- 14. The Church reserves the right to terminate a booking at any time.
- 15. Hirers are expected to respect the Church premises, maintain good behaviour and show consideration to others who may be using the premises at the same time.

PRINT NAME

SIGNED

DATE